

TRAINING AND EXERCISE SUBCOMMITTEE MEETING MINUTES

WEDNESDAY, JUNE 5, 2019

DE STATE FIRE SCHOOL, DOVER

On June 5th, 2019 the Training and Exercise Subcommittee meeting was held at the Delaware State Fire School in Dover, DE with representatives from the Training and Exercise Subcommittee and the Delaware Emergency Management Agency (DEMA).

Attendees	Agency
Robert Newnam, Chairman	DSFS
Jerry Brennan, Alt. Chair	DSFS
Thomas Nesbella	DEMA
Christine Beste	DEMA
Lisa Tanielian	DDA
Mei Johnson	DEMA/CERT
Nikki Testa	DEMA/CERT
Mark Rieley	DNG
Joe Hughes	League of Govt.
Willie Patrick	Wilmington EMA
Tucker Dempsey	Fire Service
Claudette Martin-Wus	DTI
Harvey Velott	DSP
Glenn Marshall	Sussex Co. EMS
Mathew Higgins	DNREC
David Mick	Kent County EMA
Dwayne Day	DeIDOT

- Chairman Robert Newnam welcomed everyone called the meeting to order at 8:30am.
- A quorum of members were present and introductions were made.
- A motion was carried for an approval of the May 1, 2019 meeting minutes.
 - o APPROVED (*Motion by Glenn Marshall, Second by Tucker Dempsey*)

EXERCISE PROGRAMS

Tom Nesbella Reports:

- Kent WS/FE, MCI, 10 and 22 May 2019
- State HazMAT WS, 10-11 May 2019
- AG, TTX, AG Terror, 28 May 2019
- DTI cyber with FEMA RG III, FE 26 June 2019
- DNG, FSE HazMAT, 9-11 July 2019
- DETF, TTX Debris Management, 17 July 2019
- State HazMAT FE, 6 August 2019
- State Terrorism TTX, 18 Sept 2019
- Kent, DR, Comm, 17 and 29 Oct 2019
- Statewide COOP TTX, May-Oct. 2019

- Other DE exercises:

LE

- State-wide TTX's for school shooting/shelter-in-place, ongoing this year
- TTX, DSCYF active shooter TBD
- TTX, OMB active shooter TBD

PH:

COOP Functional Exercise, 1 May
Family Assistance Center and Fatality Management TTX, 14 May
3-Day RSS/POD Full Scale Exercise on Sept 26, 27, and 28th

HC:

Al/Nemours

Active Shooter Drill (2)-Spring 2019

Bayhealth

None

Beebe

Cybersecurity and Downtime IT Testing-April2019

Christiana Care

Mass Causality Incident-System wide - Aug. 2019
Mass Vaccination Exercise (Flu) – Oct. 10th 2019
ABLS Course – April 29, 2019

Nanticoke

Infectious Disease/Ebola Drill – April 2019
Lab Relocation Drill – Spring 2019
Active Shooter Drill – Summer 2019

St. Francis

Collaboration with Cecil County Transport Team – April 2019
Mass Casualty Exercise – April 2019
Full Scale Active Shooter Drill – April 2019
Transport Collaborative with John Hopkins – May 1, 2019
Delaware Hazmat Workshop at DE Fire School – May 10, 2019
Hazardous Materials Drill (Chemotherapy) – June 2019
Infant Abduction Drill – July 2019
Full Scale Hazardous Mat ED Exercise – Sept 2019
Command Center Operations Functional Drill – Fall 2019

EMS

Mass Fatality Table Top – May 14, 2019
Three day SHOC, RSS, POD Exercise – Sept 26, 27, 28
Children and Disaster Workshop- Fall/Winter 2019
Mental Health Workshop – Fall/Winter 2019

DAFB

Irate Patient Drill – April 2019
Air Show Prep & Exercises – Spring & August 2019
AMC Museum, 'D Day Drop' – May 4, 2019

VA

Mass Casualty Exercise – June 2019
Decontamination Training – July 2019
Active Threat Drill – August 2019

*** Statewide HazMAT Workshop with Infectious Disease and Decontamination Training – May 10th and 11th at the DE Fire School- Dover

TRAINING PROGRAMS

Christine Beste Reports:

- PRE-100 TEEEX active shooter course/workshop, 7 May, 39 attended
- PER-353 TEEEX active shooter incident management course, 7-9 May, 35 attended
- HSSEP course, 22-23 May, 13 attended
- AWR 148 Crisis Management for School-Based Incidents, 11 June, 25 enrolled
- AWR-343 Hurricane awareness, 25 June, 32 enrolled
- MGT 417 Crisis Management for School-Based Incidents, Key Decision Makers, 10-11 July, 11 enrolled
- MGT-412 Sport and Special Event Evacuation (UD only), 16-17 July, 15 enrolled
- AWR-132 Understanding and Planning for School Bombing Incidents, 14 August
- MGT-341 Disaster Preparedness For Hospitals & Healthcare Organizations, 11-12 Sept, 2 enrolled

- Office of Bomb Prevention (OBP), coordinating to conduct 4 courses this year at various chemical facilities in DE, more to follow on locations & dates
- In-residence courses
 - o Center for Domestic Preparedness (CDP), 4
 - o New Mexico Tech (NMT), 1 this month, 25 registered from the 31st CST for 2019
 - o Counter Terrorism Operations Support (CTOS), 0

Further committee discussion regarding meeting minimum registration numbers for DHS courses since Delaware is a smaller state. Additional conversation regarding inviting other disciplines to attend trainings that a specific entity opted to bring in; i.e. Sport and Special Event Evacuation, opening seats to personnel outside of UD.

AFTER ACTION REPORT IMPROVEMENT PLAN

- None

FINANCIAL STATEMENTS

Tom Nesbella Reports:

- Financial Statements; FY17 discussed (Details withheld- Official Use Only)
- DTI representative Claudette Martin-Wus confirms the committee can use the remainder of FY16 DTI exercise funds to close out FY16 SHSP exercise

OLD BUSINESS

Disciplines brief on written summaries from previously approved classes or conferences:

LE: approvals

Harvey Velott reports on:

- Cellebrite Evidence Repair Tech course, May 2019
- Cellebrite cell phone investigators training, TBD
- IALEIA training course, 27 Apr - 3 May 2019
- MS-ISAC annual training, DIAC, 28 Apr -1 May 2019
- NTOA, leadership-training course, 6-10 May 2019
- Foundations of Intel Analysis Training Instructor, 19-25 May 2019
 - o *Course attendance funded by a different source*
- NTOA leadership training course, 16-19 May 2019

FS: approvals

Tucker Dempsey reports on:

- Swift water Rescue, new date pending
- NCC Structural collapse, Oct. 2018
- Tower Rescue Operations course, 18-19 May 2019
- Vehicle Extrication course, 18-19 May 2019
- Public Safety UAS training conference, 4-9 Mar 2019
- Helo rescue re-cert, 6-10 May 2019

CT: approval

Dwayne Day reports on:

- AUVSI Drone conference, 29 Apr-2 May 2019
- Drone Night Flight Training, 28-30 May 2019

EMS:

Dave Mick reports on:

- Difficult Airway Instructor certification course, May 19
- SWAT Medic re-cert Kent EMS, re-schedule
- SWAT Medic re-cert Kent EMS, 9-14 June 2019
- SOMA training Conference, 5-11 May 2019

DTI:

Claudette Martin-Wus reports on:

- COOP planning course, 4-8 May 2019
- Gartner cyber security training conference (Discover 2019), 17-20 June 2019

- New training written summary form for attendees to fill out after course completion
 - Committee preliminary review of new summary form. Form electronically disseminated to committee members for closer review and edits/feedback.
- New T&E request form pilot program for the next 4 to 5 months
 - *Claudette Martin-Wus reviews feedback on using new request form:*
 - New form minimizes needless consumption of paper
 - Timing to review and submit form is quick
 - Advise to extend the length of text boxes
 - Discussion of who needs to receive attached supporting documentation
 - Discussion of Per Diem and GSA rates, clarification needed
 - TBD follow-up meeting with DEMA personnel to address the above revisions/requests

NEW BUSINESS

a. Requests for Training

Any requests over \$25,000 must go through the GSS approval process prior to approval of the T&E subcommittee per our fiscal year.

- *FS Tucker Dempsey requests:*
 - FS \$14,790.00 Annual Trench Rescue course, dates Oct 2019
 - *APPROVED (Motion by Harvey Velott, Second by Glenn Marshall)*
- *DTI Claudette Martin-Wus requests:*
 - DTI \$1,971.00 Gartner Symposium, October 19-25, 2019
 - *APPROVED (Motion by Matt Higgins, Second by Harvey Velott)*
- *LE Harvey Velott requests:*
 - LE \$18,750.00 Priority One Air rescue course for 45 people from 13-17 May, 2019
 - LE \$10,857.50 to send 3 DSP and 2 NCCPD officers to the National Technical Investigators Association Conference from 27 July – 2 August, 2019

- LE \$8,320.00 to send 5 officers to the ALERRT Active Shooter Integrated Response Conference from 29 Sept. – 2 Oct., 2019
- LE \$2,790.00 to send 3 officers to the Internet Crimes Against Children Conference from 10-13 June 2019
 - *APPROVED (Motion by Matt Higgins, Second by Claudette Martin-Wus)*
- b. Request for Exercises:
 - *Claudette Martin Wus requests:*
 - DTI previous approved request of \$1,900.00 for Cyber TTX, now asking for \$2,700.00 total for TTX.
 - *APPROVED (Motion by Harvey Velott, Second by Willie Patrick)*
- c. All supporting documents for T&E requests must be sent to DEMA before the request is placed on the T&E agenda

NIMS COORDINATOR UPDATE

Tom Nesbella reports:

- None.

CERT/CITIZEN CORPS

Mei Johnson Reports:

- Upcoming events:
 - 18-19 June @ DSAMH
 - CERT training open only to state employees.
 - 2 July CERT Workshop
 - Workshop open to state employees.
 - 18-19 Oct. @ Del Tech Georgetown campus
 - CERT training open to general public being offered.
 - On-going Stop the Bleed training sessions with increased participation from local business companies

OTHER SUBCOMMITTEE BUSINESS

- July meeting cancelled, next meeting August 7th, 2019, 8:30am at DSFS

COMMITTEE MEMBERS

- None

CONCLUSION

- Per Chairman Robert Newman the meeting is adjourned at 9:47am

Respectfully Submitted,
Christine Beste